



LGLA Certificate Program

Questions & Answers

Updated March 7, 2017

Q *What is the Local Government Leadership Academy Society (LGLA)?*

A. The LGLA, which was established in 2006, is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the province of British Columbia by improving the competencies needed to effectively lead and manage BC's communities.

Q. *What is the purpose of the LGLA Certificate Program?*

A. The LGLA Certificate Program is designed to support and encourage elected officials to enhance their leadership skills and knowledge through quality education tailored to their needs. The certificates are only available to elected officials.

Q. *What are the types of certificates offered through this program?*

A. There are three types of certificates: Level 1 – Certificate in Local Government Leadership, Level 2 – Advanced Certificate in Local Government Leadership, and Level 3 – Certificate of Excellence in Local Government Leadership. Level 1 establishes a basic level of knowledge, skills and abilities that a newly elected official needs during his or her first term of office; Level 2 augments the basic level of competency gained by a returning elected official with additional knowledge, skills and abilities that can be used in service to the community; and Level 3 acknowledges the highly experienced elected official who has served two or more terms of office and exemplifies exceptional leadership skills.

Q. *What do I need to qualify for a Level 1 Certificate?*

A. You will need to attend an LGLA Elected Officials Seminar and complete an additional 15 hours of course work. At least 7.5 hours (a minimum of 50%) of those 15 hours must be acquired at regular LGLA events (i.e., Annual Leadership Forum or Chief Elected Officials Forum). The remaining 7.5 hours can be acquired at additional LGLA events or at learning events sponsored by our approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.).

Q. *What do I need to qualify for a Level 2 Certificate?*

A. You will need to have your Level 1 Certificate, have served at least one term as a BC local government or First Nations elected official, and have completed an additional 30 hours of course work. At least 15 of those 30 hours must be acquired at regular LGLA events (i.e., Annual Leadership Forum or Chief Elected Officials Forum). The remaining 15 hours can be acquired at additional LGLA events or at learning events sponsored by our

approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.).

Q. *What do I need to qualify for a Level 3 Certificate?*

A. You will need to have your Level 2 Certificate, have served at least two terms as a BC local government or First Nations elected official, and have completed an additional 30 hours of course work. At least 15 of those 30 hours must be acquired at LGLA events (i.e. Annual Leadership Forum or Chief Elected Officials Forum). The remaining 15 hours can be acquired at additional LGLA events or at learning events sponsored by our approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.). You will also need to submit a letter to the LGLA President and Board demonstrating how you exemplify 3 or more of the LGLA's 8 Core Competencies, along with 3 letters of support from colleagues/peers/constituents.

Q. *How long will it take for me to qualify for an LGLA certificate?*

A. The Certificate Program is designed so that a newly elected official can complete his or her qualifications for a Level 1 Certificate within 1 term of office (4 years) and that a returning elected official can complete his or her qualifications for a Level 2 Certificate within two or more terms of office (8+ years) and a Level 3 Certificate within three or more terms of office (12+ years).

Q. *What are the benefits of obtaining a certificate from the LGLA?*

A. First, you are gaining knowledge, skills and abilities directly related to your role in governance and leadership. Often people are not familiar with the complete mandate and operations of local government prior to being elected. It is a steep learning curve for newly elected officials. Taking courses which lead to certification ensures that you have the information you need to govern confidently. Your community will benefit from your increased understanding of both the "big picture" and the "fine details" of local governance. Second, you are no longer just attending select educational programs at the various events you attend, but are now working towards a certificate that demonstrates your desire to learn. The public expects its elected officials to be the best that they can be. The certificate is proof to all that you are committed to being knowledgeable and competent in the area of governance. Third, your efforts to increase your knowledge, skills and abilities are recognized by your peers.

Q. *How do you know what courses I have taken?*

A. The LGLA asks that you complete an application form which lists the information that is needed to make a determination whether to award the certificate. When you submit the application form, you are authorizing LGLA to contact the organizations that have sponsored the courses you've listed for consideration, if necessary.

- Q. Which LGLA courses can I take that will qualify for either of these certificates?**
- A. Any course offered by LGLA that you attend will qualify – such as the Elected Officials Seminar or the Annual Leadership Forum. Sessions that LGLA offers in conjunction with the Area Associations at their annual conferences or with other partner associations are eligible as well. Information about the number of eligible course hours is included in the application form and accompanying materials.
- Q. Do I have to take all of my courses with the LGLA in order to qualify for a certificate?**
- A. No. You can include educational courses that you attend which are sponsored by local government organizations associated with the LGLA. Appendix 2 of the application form lists the organizations and their courses which are pre-approved for the Certificate Program. If you take one of those listed courses in Appendix 2, you can take comfort in the fact that LGLA will accept the course hours to meet the LGLA’s criteria for the Certificate Program.
- Q. What happens if I have taken courses with an organization that is not listed in Appendix 2?**
- A. At this time, the LGLA will not consider these courses as fulfilling the eligibility requirements for the Certificate Program, unless the organization has partnered with the LGLA to offer the course in question.
- Q. Can the sessions that I attend at a UBCM Convention count towards my certificate?**
- A. It will depend on which sessions you are attending. The LGLA will recognize 7.5 hours towards LGLA certification for the following UBCM sessions:
- Any educational sessions, clinics or workshops taking place before the Annual Convention, including the study sessions and the concurrent clinics.
 - Any early morning clinic which is part of the Annual Convention program.
 - Any concurrent workshop which is part of the Annual Convention program.
- Q. Why does the LGLA count only some but not all of the time spent at the UBCM Annual Convention (the Convention) as acceptable course hours for the purposes of obtaining a Certificate?**
- A. The LGLA’s mandate and focus is on providing educational opportunities for elected officials to increase their knowledge, skills and abilities in specific core competencies. While the Convention does offer educational sessions which focus on those specific core competencies, the Convention’s program is also focused on advocacy and policy development. While these focuses are a part of your role and responsibilities as an elected official, they are not part of LGLA’s mandate.
- Q. Once I get my certificate, will I have to take additional courses in order to maintain my certification?**

A. No, but the LGLA actively encourages you to keep learning by taking courses even after you have obtained your Level 3 Certificate.

Q. *Can I submit my application electronically?*

A. Yes. Contact details are included in the application form.

Q. *Whom do I contact if I have more questions about the Certificate Program?*

A. The staff at the LGLA will be pleased to answer any of your questions and help you get the information that you need in order to submit your application. The general office email address is info@lgl.ca and the phone number is 778.800.9952 – or you are welcome to see the “Contact Us” page on the LGLA website (lgl.ca) to contact individual staff members.